

OCT 21 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: T/O for the Cable Secretariat and Message Center,
Office of the Director of Central Intelligence

REFERENCE: (Attached as Tabs)

- Tab 1 - Memorandum from Executive Assistant to DCI, undated, subject as above.
- Tab 2 - Memorandum from Acting Comptroller, 10 October 1952, commenting upon T/O proposal, Tab 1.
- Tab 3 - Memorandum from Chief, O&M Service, 9 October 1952, commenting upon T/O proposal, Tab 1.

1. Tab 1 sets forth the proposal of the Executive Assistant to the Director to add 61 positions to the Cable Secretariat to activate a Message Center. The positions as well as the cable processing function would be transferred from the Processing Branch, Signal Center, Office of Communications. Certain grade changes in the transferred positions have been requested in line with a revised concept of their duties and responsibilities.

2. Tab 2 presents the comments of the Acting Comptroller regarding the proposal. In summary, he concurs, stating that the cost of the Message Center will total \$227,934, or an increase of \$1,064 over the present T/O of the Processing Branch (less Archives Section) in Office of Communications. Funds for fiscal years 1953 and 1954 have been budgeted for this activity in Office of Communications.

3. Tab 3 represents the concurrence of the Chief, O&M Service concerning the proposal. He recommends that upon approval of the proposal the existing Archives Section of the Processing Branch, Signal Center, Office of Communications be made a part of the Office of the Chief, Signal Center and the remainder of the Processing Branch positions ☐ be deleted from the Communications T/O. He also recommends that a review of staffing of the Cable Secretariat and Message Center should be made at six months from the present date to determine that appropriate staffing provisions have been made to adequately perform the mission and to determine whether overtime now totalling hundreds of hours per week has been reduced to a reasonable amount. Further, he recommends that a review of messenger (courier) positions and service as regards cables, particularly in the DD/P area, be also made at this time.

4. This Office has obtained job information in substantiation of the grades proposed by Tab 1. The only change recommended is to

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establish positions [] as Couriers GS-4, in view of the responsibility for the distribution of Top Secret material, rather than as Messengers GPC-3 proposed in Tab 1. This change is concurred in by the Chief, Cable Secretariat.

5. It is recommended that the proposed T/O for the Cable Secretariat and Message Center be approved as modified by substitution of two Couriers for two Messengers, and that the Office of Communications T/O be adjusted in accordance with recommendation of OAM Service, Tab 3.

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Assistant Director (Personnel)

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3 Attachments
As stated

Action by Approving Authority

Date 28 Oct 52
T/O & Ceiling Approved (~~Disapproved~~),
Exceptions, if any

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Asst Deputy Director
(Administration)

CWD/RWS:ec

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Security Information

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